



Specifications, Evaluation Criteria and Works Space Norms Malmesbury Local Office

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Legal Aid SA - Specification evaluation criteria for procurement of office accommodation including evaluation criteria - Malmesbury Local Office

| No. | Specifications | YES | NO | Comment |
|----------|---|-----|----|---------|
| 1 | Operational lease | | | |
| 1.1. | The bidder should provide a copy of the title deed for the building to prove ownership. | | | |
| 1.2. | An agent of the landlord should provide a mandate letter detailing all responsibilities that the owner of the building requires him/her to do. | | | |
| 1.3. | The properties should be offered on an operational lease, for a minimum period of five (5) years. Where possible, seven (7) or ten (10) year leases may also be considered. Hence the rates for seven (7) and ten (10) year leases must also be provided. | | | |
| 1.4. | The building must be zoned by the local authority for office, business or commercial purposes. | | | |
| 1.5. | The premises must have a valid electrical compliance certificate and a municipal occupation certificate prior to occupation of the premises. | | | |
| 1.6. | The Landlord should be willing to include a clause in the lease agreement regarding right of first refusal where the building will be first offered to Legal Aid SA should it be up for sale subject to Legal Aid SA adhering to its Supply Chain Management Policy. | | | |
| 1.7. | A floor plan (not to scale) sketch must be provided indicating the office layout as per the detailed work space norms on the last page of this document. The floor plan must highlight areas that are already partitioned. In the case of an existing landlord, the floor plan must highlight areas that are require repartitioning. | | | |
| 1.8. | The Landlord must be willing to undertake all refurbishments on behalf of Legal Aid SA. Legal Aid SA will reimburse the Landlord for all costs negotiated less any Tenant Installation Allowance provided. The refurbishments will form part of the final lease signed. | | | |
| 1.9. | The lease proposal must include an estimate of the costs of refurbishment and the Tenant Installation Allowance Offered in accordance with the detailed work space norms provided on the last page of this document | | | |
| 1.10. | Buildings that have rising damp or visible structural defects including wall cracks exceeding 5mm will not be considered for further evaluation. | | | |
| 1.11. | No deposit shall be paid for rental of the building. | | | |
| 1.12. | Where possible a separate electricity meter should be in place which is managed and controlled by the local municipality or Eskom. No other meter system will be accepted. | | | |
| 1.13. | The Landlord must ensure proper and adequate maintenance of the exterior of leased premises together with common areas for the duration of the agreement. | | | |
| 1.14. | Legal Aid SA reserves the right into enter into further negotiations for reduced or greater space and a reduced rental or refurbishment costs. | | | |
| 1.15. | Standard Lease Agreement used by Legal Aid SA shall form part of the tender document and it is suggested that same be used. In cases where service providers need their lease agreements used, no levies or contract drafting costs shall be payable by Legal Aid SA. Such leases shall be vetted by Legal Aid SA's legal team to ensure compliance with the organization's policies and regulations. | | | |
| 1.16. | Legal Aid SA reserves the right not to make any appointment and shall not entertain any claim for costs that may have been incurred in the preparation and the submission of proposals. | | | |
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| 2 | Evaluation | | | |
| | The evaluation will be conducted in following phases; | | | |
| 2.1. | <p>Functionality Evaluation Criteria:</p> <p>In this phase, Legal Aid SA will look at the most appropriate property aligned to its operation, compatible with its infrastructure and feedback from reference checks. These will include site visits of properties and presentation by the landlords where necessary. The building will be evaluated on the following functionality criteria:</p> | | | |
| | Criteria | Weights | | |
| 2.1.1. | <p>Building location and accessibility: (<1km)</p> <p>i. What is the approximate distance from courts being serviced using a motorvehicle? ii. What is the approximate distance from court being serviced by foot taking into account public/private walkways? iii. What is the approximate distance of building from public transport interchange facilities, such as taxi ranks, train stations and bus terminals? iv. Is the location accessible to disabled persons who make use of public transport? v. Will the premises be easily visible to the public or our clients? vi. Is the building a standalone building? vii. Easily accessible by disabled people. NB: Building located >1km will be scored lower points.</p> | 40 | | |
| | <p>Building requirements:</p> <p>i. Is the building in a safe location? ii. Is the building away from industrial areas including spray painting shops and other factories that spew toxic fumes. iii. What is the general state of the building iv. Are the offices on the ground floor? v. If the offices are not on the ground floor is there a functional lift? vi. Is there secured safe lockable parking for the organizations' vehicles? vii. Is the building and perimeter fence properly secured? viii. Is there a security alarm system? ix. Is there a fire detection alarm system? x. Is there a fire escape? xi. Are the sufficient fire hoses and extinguishers in the building? xii. Is there secured safe parking for employees vehicles? xiii. Is there open parking for the vehicles of employees and clients? xiv. Does the building have the required space? xv. Are there male and female toilets? xvi. Are the toilets located within the office area? xvii. If the toilets are outside the office area how many meters away from the office is it located?</p> | | | |

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|--------------|--|------------|--|--|
| 2.1.2. | xviii. Are the toilets safe for our employees to use? xix. Are there public toilets for our clients to use? xx. Are there visible cracks greater than 3mm on the building? xxi. Is the outside of the building painted? xxii. Is there any evidence of rising damp on the outside of the building and in the premises to be occupied by us? xxiii. Are there any roof leaks in the premises to be occupied by us? xxiv. Are there any damp walls in the premises to be occupied by us? What is the cause of dampness? xxv. Are the walls on the inside painted and the floors tiled or carpeted? xxvi. Are there leaking water pipes? xxvii. Are there clogged drains and leaking waste water and sewer pipes? xxviii. Are there sufficient emergency exits in the premises? xxix. Is there adequate natural lighting? xxx. Is there adequate natural ventilation. xxxi. Is there an air conditioning system? xxxii. Is there sufficient artificial lighting? xxxiii. Is there sufficient powerpoints? xxxiv. Are there any network points in the premises? xxxv. Are there loose and exposed electrical wiring and fittings? xxxvi. Are there any energy saving devices installed in the premises? xxxvii. Is there an emergency generator as a backup to electricity supply? xxxviii. Is the Landlord willing to undertake all refurbishments on behalf of Legal Aid SA? xxxvix. Is there a separate electricity/water meter in place which is managed and controlled by the local municipality or Eskom? If not is the Landlord willing to install separate water/electricity? | 60 | | |
| TOTAL | | 100 | | |

| Only Bids that score 80 points or more on functionality will be evaluated further | | | |
|--|---|--|--|
| 2.2. | <p>PPPFA Points Scoring</p> <p>* Qualifying bidders will be evaluated in terms of the Preferential Procurement Policy Framework Act regulations, on the 80/20 points system (tenders below R50 million), where Price = 80 points, and B-BBEE level of contribution = 20 points</p> <p>* A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2(1)(f) of the Act.</p> | | |
| 2.2.1 | <p>Pricing - must include VAT, if registered VAT Vendor or application made to SARS to register as a VAT Vendor (Proof must be attached)</p> <p>- Bidder must provide the total costs of accommodation for the proposed duration, with the following details: -</p> <p>* Rental rate per square metre for the proposed office space;</p> <p>* Rate per parking bay;</p> <p>* Annual escalation rate of not greater than CPI, with a motivation if this exceeds CPI;</p> <p>* Tenant installation amount offered by the bidder;</p> <p>* Tenant's share of proportionate costs with details, if applicable</p> <p>* Total rental amount plus estimated refurbishment cost minus the Tenant Installation Allowance will be applied on price evaluation.</p> <p>* Contract may be awarded to a tenderer that did not score the highest total of points, only in accordance with section 2 (1) (f) of the Act.</p> | | |
| 3 | Implementation | | |
| 3.1 | Upon occupation, a snag list shall be drawn within 30 days and be submitted to the service provider, who will attend to the defects within 30 days upon receipt thereof. | | |
| 4 | Following Additional Requirements will be an advantage | | |
| 4.1. | Partitioning as per Legal Aid SA's specification | | |
| 4.2. | Air-conditioning (preferably split units) | | |
| 4.3. | Painting - with corporate colours | | |
| 4.4. | Floor covering - with corporate colours | | |
| 4.5. | Power skirtings - with two power plugs per work station - one being specifically for computers | | |
| 4.6. | Network and telephone points | | |
| 4.7. | Blinds - with corporate colours | | |
| 4.8. | Space plan | | |
| 4.9. | UPS facility integrated into specific power points (Tenant responsible for UPS Unit) | | |
| 4.10. | Branding requirements: Landlord willing to allow Legal Aid SA sign-board of Size: 1200mm (width) x 800mm (height), Weight/thickness 10mm mounted on the outside of the building | | |
| 4.11. | Colour scheme for internal partitioned walls- – this includes reception, consultation and waiting areas Manila 17% or 33%. se only: Bristol paint for 17% Manila. Doors - Manila 17% or Manila 33. Carpets - Van Dyck Flortime range: colours Raven or Onyx – heavy duty level 5. Reception areas must be done in Van Dyck Flortime Raven to ensure a uniform public image nationally. Blinds - Old Silver 33%. Use the colour Grey of Blind Quip’s new block out range of vertical blinds, or any colour consistent with the specified Old Silver 33% of an alternative range for vertical or venetian blinds. | | |
| 4.12. | Information Technology requirements - Power skirtings accommodating computer and telephone network. Two plug points per desk. Between 17 and 18 Network points. UPS facility integrated into specific power points (Tenant responsible for UPS Unit) | | |
| 4.13. | An emergency generator as a backup to electricity supply; | | |
| 4.14. | The building must have natural ventilation and natural light. | | |
| 4.15. | The building must be accesible to disabled persons and include, ramps and/or lifts where necessary. | | |
| 4.16. | Energy saving building will be an additional advantage. | | |

Comparison of existing facilities at Malmesbury Local Office with Legal Aid Space Norms

| A | B | C | D | E | F |
|--|----------------|--|---|---------------|--|
| Office | m ² | Toilet Specifications (Toilets included in Column D) | No. Offices including facilities | No. Employees | No. Parking Bays (Parking Bays not included in Column D) |
| Malmesbury Current Building Statistics | 250 | 4 Toilets and 3 basins (2 toilets and 1 basin for females , 1 Toilet and 1 urinals and 1 basin for males) 1 toilet and 1 basin for clients. | 4 Toilets and 3 basins (1 Civil LP office, 1Supervisory LP office, 1 HoO Office, 1 Admin manager Office, 1 office space (shared by 1 Admin Officer and 1 Legal secretary , 1 Paralegal - further divided to accomodate internet/computer facilities and network server), 1Reception, 1 consultation room ,1 Boardroom, 1 kitchen, 1 storeroom, 1 office shared by 4 CA'S, 2 LP | 14.0 | 4 Parking Bays |
| Per work space norms/ requirements | 249.6 | 2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) | 4 offices, 9 cubicles, 9 facility rooms and 2 designated open areas | 14 | 4 Parking Bays |

Legal Aid SA - Workspace Norms Malmesbury Local Office

| Position | Number of Employees | Offices Required | Cubicles Required | Open Area | Space Allocation per employee position/ facility | Total space m ² | Comments |
|---|---------------------|------------------|-------------------|-----------|--|----------------------------|--|
| Space allocation based on employees | | | | | | | |
| Admin Manager | 1 | 1 | | | 12 | 12 | Office |
| Admin Officer | 1 | | 1 | | 10 | 10 | Open Plan cubicle recommended Height 1.8 m |
| Candidate Attorney | 4 | | 4 | | 4 | 16 | Cubicle size (Height 1.8 m, Breadth 2.0m & Length 2.0m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board. |
| Head of Office | 1 | 1 | | | 12 | 12 | Office |
| Legal Secretary | 1 | 1 | | | 9 | 9 | Office |
| Paralegal | 1 | 1 | | | 9 | 9 | Office |
| Legal Practitioners | 2 | | 2 | | 4 | 8 | Cubicle size (Height 1.8 m, Breadth 2.0m & Length 2.0m) with entrance space per cubicle of .75m. 0.6 meters of the entire height of cubicle covered in glass and 1.2 meters covered using partition board. |
| Supervisory LP | 1 | 1 | | | 10 | 10 | Office |
| Civil LP | 1 | 1 | | | 9 | 9 | Office |
| Receptionist & Waiting Area | 1 | | | 1 | 30 | 30 | Reception counter |
| Total Space based on employees | 14 | 6 | 7 | 1 | | 125.0 | |
| Space allocation based on facilities | | | | | | | |
| Satellite Office Staff | 9 | | | | | | |
| Registry/ Filing Room | | 1 | | | 9 | 11 | |
| Boardroom | | 1 | | | 32 | 32 | Board room can be dual purpose i.e. temporary partitions to convert into additional consultation rooms when not used for meetings. |
| Consultation rooms | | 1 | | | 9.0 | 9.0 | |
| Storeroom | | 1 | | | 25 | 25 | Safe storage room |
| Stationery room | | 1 | | | 4.0 | 4.0 | |
| Kitchen | | 1 | | | 4.5 | 4.5 | |
| Toilet | | 2 | | | 6 | 12 | 2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins and 3 urinals for males) |
| Server/Network room | | 1 | | | 4 | 4 | Ventilated |
| Total Space based on facilities | | 9 | 0 | 0 | 106.0 | 101.9 | |
| Total Area Offices and Facilities | | | | | | 226.9 | |
| Walkways, stairs and hallways | | | | | | 22.7 | |
| TOTAL | 14 | 15 | 7 | 1 | 106.0 | 249.6 | Minimum requirements |

| | |
|--|-----------|
| Total Number of Employees | 14 |
| Total Number of Offices, Cubicles and Toilets | 22 |